

BULLIS CHARTER SCHOOL
Parent/Student Handbook



BULLIS
charter school

A CALIFORNIA
K - 8 PUBLIC SCHOOL

2019-2020 School Year



BULLIS charter school

A CALIFORNIA K - 8 PUBLIC SCHOOL

Interim Superintendent
Principal/Director of Instructional Services
Assistant Principal - North Campus
Assistant Principal - South Campus
Director, Teaching & Learning
Director, Communications & Operations
Director, Technology Operations
Executive Assistant
Finance Admin. Assistant
Office Manager/Admin. Assistant
Registrar/Administrative Assistant
Nurse

Brian Köhn
Cynthia Britson
Melissa Christie
Dr. Billy Martin
Jessica Lura
Charles Morgan
Mauricio Romero
Aumi Rohm-Wesley
Kitty Chiu
Linda Lukas
Martha Gutierrez
Julie Gutierrez-Muegge, RN

Dear Parents and Students,

We are incredibly excited to welcome you to the 2019-2020 school year at Bullis Charter School (BCS)! We are looking forward to a productive year, one that is filled with academic, social, and emotional growth. We believe you will be pleased with BCS and your child's progress this year.

A fundamental aspect of a quality educational program is awareness of and consistency in the application of expectations for both students and parents alike. This handbook has been developed to explain our school norms. Within these pages, you will also find an explanation of the services we offer to support all students' needs.

Please take time to read this handbook carefully and familiarize yourself with all school policies and procedures. Feel free to contact me with any questions or concerns you may have.

We all look forward to working with you this year.

Sincerely,

Cynthia Britson
Principal/Director of Instructional Services
Bullis Charter School

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DAILY SCHEDULE

Kindergarten:

Morning: 8:15 am – 12:00 pm

Afternoon: 11:25 am – 3:10 pm

Fridays: 8:15 am – 12:40 pm

Grades 1 – 5:

8:35 am* – 3:15 pm**

*Extracurriculars begin at 7:45 am

** Extracurriculars are from 3:30 - 4:15 pm on Mondays, Tuesdays, Wednesdays (north campus);

Mondays , Tuesdays, Thursdays (south campus)

Play rehearsals (M-F) are from 3:30 - 4:30 pm

Grades 6 - 8

8:00 am* – 3:30 pm**

*Extracurriculars begin at 7:15 am – 8:00 am

**Office Hours and After School Sports go until 4:30 pm. *NOTE: Middle students who choose to attend office hours on any given day must stay in that classroom until 4:30pm unless signed out by a parent/guardian at the main office.*

MAIN OFFICE HOURS

Monday – Friday 7:45 am – 4:30 pm

DROP OFF & PICK UP PROCEDURES

The safety of our students is a primary concern. In an effort to provide the safest environment during the drop-off and pickup of children, we ask your cooperation in following these procedures:

1. PLEASE **clarify arrangements** with your child about after school plans **each morning** to avoid confusion later in the day. The office is not always able to get messages to students before they leave.
2. Students are to be **dropped off and picked up in the designated pick-up/drop-off zones ONLY** (Yellow Curb @ North Campus, Red Curb @ South Campus) and NOT in drive-through lanes or middle of the parking lot/street. Kindergarten parents should park in a designated space in the parking lot and walk their child(ren) to and from their classroom.
3. Students **must enter and exit on the curb side of the vehicle at all times**. If a child is too young or unable to exit the vehicle on the curb side without assistance, the driver must park in a designated parking space.
4. Students who **walk or ride bikes or scooters should cross at the crosswalk**. Bike and scooter riders must walk their bikes and scooters once on the school grounds.
5. **Morning supervision for K-5 students begins at 8:15 am**. As such, these students are not allowed on campus before this time unless they are enrolled in a school sanctioned, staff supervised activity. If you arrive before this time, please be sure that your K-5 students are supervised until on-duty staff arrives.
6. **After school supervision ends at 3:30 pm**. All students not attending extended day extracurricular classes who have not been picked up by that time will be brought to the school office and should then be picked up there. **If students are not picked up** by parents within 15 minutes of dismissal, the office will first contact parents followed by authorized persons on the emergency contact list in order to confirm pick up arrangements for the student.

If parents or guardians are planning to travel, it is imperative that the student's teachers and the front office be informed in writing of any changes in plans, guardianship, carpooling, contact information, etc. Please be aware that students will only be released to adults who have been authorized to do so by their parents.

Leaving School Premises During the School Day

Students are not permitted to leave the school premises unless they are signed out and in the company of a parent/guardian. **The office should be notified in writing by a parent/guardian when a student will be picked up during the school day and who will pick up the child**. The authorized adult picking up the child must come to the school office to sign the student out and the student will be called from class by office staff. The adult will also need to be prepared to present government issued identification in order for staff to verify that the student can be released to him/her. These precautions are for the safety of all students.

NOTE: If you know that your student will be regularly signed out by someone other than a parent or authorized guardian (including drivers from an after-school program), this person's information should be **entered into the "Student Pick-Up List" on the PowerSchool Registration portal**.

Parking Lot Guidelines

The parking lot is very congested before and after school. Please follow these guidelines to ensure the safety and well-being of our entire community:

- Always enter the parking lot through the entrance and leave through the exit driving slowly (no faster than 5 mph), cautiously, and courteously.
- Pull forward all the way to the end of pick-up/drop-off zones when there are no cars in front of you.
- Never leave your car unattended while in the pick-up/drop-off zones or drive-through lanes.
- Park your car in a designated parking space only. (And, as a matter of courtesy, please do NOT park in the reserved Auction/Benefit Winner spots.)
- Use curbside drop off only if your child is ready to exit the car immediately (with backpack, etc. in hand or nearby in the car). Do not exit your car to say good-byes, apply sunscreen, etc. If you are unable to comply with this policy, park your car and walk your child to the drop-off zone.
- Students may not be dropped off or left unattended in the parking lot. Park your car in a designated parking space, and walk your child to the drop-off zone.
- For safety reasons, use the crosswalk at all times when crossing to/from the parking lot.
- Please instruct your child to be ready to enter your car when they see you pull up curbside at pick-up. For safety/security reasons, students are to wait in the designated pick-up zones only, and not in front of the gym (North) or Blach MPR (South).
- If you're arriving at the parking lot after 3:00pm, both the pick-up line and parking lots will most likely be full. As such, please consider finding a spot to park on one of the side streets and walking to campus to pick up your child.
- Please be sensitive to the concerns of the residents and discuss with your children the importance of respecting neighborhood property. (*We want to be good neighbors!*)
- Be a good role model, by being courteous to fellow parents/drivers and always following the instructions of parking lot safety volunteers and staff members.

ATTENDANCE POLICIES

Absences and Tardies

When your child is going to be absent OR tardy, please contact the school office before 9 am and leave a message on the Attendance Line (650-947-4100, ext. 2) or email attendance@bullischarterchool.com with the following information:

1. Child's first *and* last name
2. Teacher's name
3. Your relationship to the child
4. Reason for absence or tardy

If your child is marked absent and you have not contacted us with all of the information above, the office will contact you for verification and the reason for the absence. Illnesses, medical appointments, religious holidays/celebrations will be considered excused absences. A written note or email containing the reason for the absence should be provided to the office upon the student's return to school.

Tardiness

Please help us support each child's learning and instill the valuable life skill of punctuality by making sure your child(ren) arrives on time to school. Students who arrive at school after their designated start time **MUST** come to the office, sign in, and take a tardy slip to their teacher.

Sequence of Consequences for unexcused tardies:

1. *1st and 2nd unexcused tardy within a trimester – Student will receive a verbal warning.*
2. *3rd unexcused tardy – Student will receive a letter from his/her teacher.*
3. *4th unexcused tardy – Student will receive a letter from the assistant principal/principal.*
4. *5th unexcused tardy – Parent/Guardian will receive a call from the assistant principal/principal.*
5. *6th and each subsequent unexcused tardy – A meeting with the parent or guardian may be scheduled.*

Students who have excessive unexcused absences or are chronically tardy may be declared habitual truants.

Assignments

When a student is out for one or two days, he/she should call another student in the class for assignments. If your child will be out more than two days, please contact your child's teacher to request his/her homework. Teachers provide homework assignments for students who are out ill for more than three days. Please allow teachers 24 hours to gather the homework and any appropriate materials; these will be available for pick up in the school office.

Vacation

Vacation time is provided within the school calendar. **BCS requests that families refrain from removing their children from school for vacations.** If there are extenuating circumstances and it is necessary to miss school for five or more days, an Independent Study Agreement will be set up. You must advise the school one week in advance of the intended absence to allow time for your child's teacher to prepare long range assignments and prepare the Independent Study Agreement. Independent Study Agreements provided at the end of the school year must be returned by the last day of school to receive credit. We cannot stress enough the importance of Independent Study Agreements during extended absences.

STUDENT POLICIES

K-5 Student Dress Code

Students are expected to come to school in neat, clean, appropriate clothing and closed-toe shoes suitable for active participation in P.E. and playground activities. Mini skirts, short shorts, and spaghetti straps are not appropriate clothing for school. Clothing should be comfortable, be of proper fit, and not revealing or otherwise disruptive to learning. Pants must fit at the waist; shirts must come to the waist. Hats, hoods, and sunglasses may not be worn inside classroom or school buildings.

Middle School Dress Code

Purpose: To create an environment conducive to learning in which everyone feels safe.

Clothing Must Fit

- Pants, shorts, or skirts must fit at the waistband without a belt.
- Shirts must come down to at least the waistband of skirts, shorts, or pants, even with arms raised.
- Underwear must never show, whether standing, sitting, bending down, or bending forward.
- Shoes must be comfortable enough that you should be able to walk anywhere on campus at any time.

Clothing Must Be Appropriate for School Setting

- There must be no sexual or racist remarks on any article of clothing.
- No sunglasses may be worn inside the classroom.
- No hats or hoods may be worn inside the classroom.
- No images of or related to drugs, weapons, alcohol, or tobacco may be on any article of clothing.

Dress Code Violations:

- 1st Violation - record violation in detention spreadsheet; student has to call home for appropriate clothing to be brought to school to change into.
- 2nd Violation - record violation in detention spreadsheet; student has to call home for appropriate clothing to be brought to school to change into. Parents and student will meet with Administration.
- 3rd Violation - detention and a meeting with parents, student and Administration.

Homework Policy

The general daily expectation for homework is from 30 to 60 minutes Monday through Thursday, although time may vary depending upon your child's study habits. Older children will generally have more homework. Teachers will assign long term projects and daily assignments or reinforcement activities for skills taught during the day. These assignments may be used as part of the next day's lesson.

Occasionally, your child may seem to have too much homework on a particular evening. However, if your child seems overwhelmed with homework on a regular basis, please contact your child's teacher(s). Remember, all children have a basic minimum standing assignment of nightly independent reading above and beyond all other assignments. No child should report that they have no homework. If your child repeatedly says that he/she has no homework, please contact your child's teacher(s).

Technology

The use of computers, the Internet, and other technology tools is a privilege for all BCS students, and unacceptable use will result in revocation of those privileges. Unacceptable and/or unethical use of the Internet will be cause for revoking network privileges and/or disciplinary action. To use any technology at BCS, students, their parents, and their homeroom teachers must sign an Acceptable Use Policy (AUP). As outlined in the AUP, students are responsible for the following:

- Students are responsible for their computers, digital devices, and email accounts.
- Students are responsible for using appropriate language in email messages, online postings, and other digital communications with others.
- Students are responsible for treating others appropriately and will not engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
- Students are responsible for their use of the Internet and the BCS server and will not engage in inappropriate behavior.
- Students are responsible for their conduct on ALL online sites and understand that what they do on social networking websites should not negatively impact the school learning environment and/or their fellow students, teachers and administrators.
- Students are responsible for being honest while online.
- Students are responsible for protecting the security of BCS' network and will not attempt to bypass security settings.
- Students are responsible for protecting school property and understand that this includes, but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology device.
- Students are responsible for following school rules whenever they publish anything online including copyright laws.
- Students are responsible for all electronic devices they bring to school and school-sponsored events and will follow all school rules and expectations for any devices.
- Students are responsible for all their actions and understand that they will be held accountable for any violations.

The main scope of BCS' oversight of students' acceptable use is during the school day. However, violations of acceptable use outside of school hours can negatively affect BCS and members of its community. As a result, **violations of the AUP outside of school that come to the attention of the BCS staff may be treated in a disciplinary manner.**

In addition, at school and at school-sponsored events, students may not bring or use any personal electronic devices without the permission of a BCS teacher. Approved devices must be kept out of sight and turned off during the school day and at school-sponsored events, except when otherwise directed by a BCS teacher or staff member. Electronic devices include, but are not limited to, cell phones, computers, iPods or other mp3 or audio/video players, iPads, Kindles or other electronic book readers, smart watches, and cameras.

Cell Phones and Smartwatches

Having a cell phone at school is a privilege, and any misuse of a cell phone may cause the phone to be taken away from the student. If a phone is taken away from the student, it will be turned in to the office and the student's homeroom teacher will be notified. The first time a student's cell phone is taken away, the student will receive a warning, and may bring a parent to the office to retrieve the phone after school. On the second offense, the student will not be able to have a cell phone at school.

Cell phones must be turned off and out of sight during the school day (8:00 a.m. – 4:15 p.m.), before and after school extra-curricular classes, and during school-sponsored events. During the school day and at school-sponsored events, students who need to call their parents must ask permission from a supervising teacher. Students who need to call for a ride home at the end of the day may use their cell phones in the pick up area **ONLY**. The school is **NOT** responsible for any damage to or loss of a cell phone. Students are responsible for their personal property.

Additionally, smartwatches are not allowed at school.

Lost and Found

Many valuable articles of clothing and other items are turned into the "Lost and Found." Several times during the year, all unclaimed articles are donated to charity.

Wheels on Campus

Skateboards, roller blades, Razors, bicycles, and similar wheeled devices may not be ridden on campus, although they may be ridden to school. These items must be kept either in the bike rack, in the classroom, or the office during school hours. *NOTE: Bikes must be walked on campus and locked in the bike rack.*

BEHAVIORAL EXPECTATIONS / CHARACTER PILLARS

BCS's expectations are based on the Six Pillars of Character. The entire staff at BCS is committed to modeling and supporting a safe, respectful and caring school environment. We believe that in such an environment, students will be able to learn and perform to the best of their ability.

CARING

*Be kind, helpful, and understanding.
Be thankful.
Forgive others.*

TRUSTWORTHINESS

*Be honest.
Never lie, cheat, or steal.
Do what you say you will do.*

FAIRNESS

*Play by the rules.
Take turns.
Share.
Be a good listener.*

RESPECT

*Treat other people like you would like them to treat you.
Use good manners.
Understand that all people are different and all people have feelings.*

RESPONSIBILITY

*Do what you are supposed to do.
Keep trying and always do your best.
Think before you act.
Make good choices.*

CITIZENSHIP

*Do what you can to make your school and neighborhood better.
Cooperate with others.
Be friendly.
Protect the environment.
Obey the laws.*

One component of the support network needed to maintain a caring school culture where all students feel they belong is developing individual and group responsibility. The goal of the behavior expectations at BCS is to teach children to be responsible citizens. Teachable moments within the classrooms and playground are utilized so students will learn to apply the concepts of the Six Pillars to everyday situations.

We value school/home partnership. We see this partnership as an essential component in the social, emotional, and behavioral development of our students.

Classroom Expectations

The teacher and the class will discuss and apply the Six Pillars as they establish expectations for behavior and consequences for inappropriate behavior within the class. These will be shared and discussed at Back-to-School Night, during regular class meetings, as well as in small group and individual conferencing for the purpose of clarifying expectations and resolving conflicts/problems.

In the event of a serious behavior problem, the student will be sent directly to the office to meet with the principal or designee. The parent will be contacted and procedures will be followed as stated in the BCS discipline policy and State of California Education Code.

School Expectations

Students are expected to behave in accordance with the Six Character Pillars.

Caring / Respect / Fairness

- Play and participate in activities with no bullying, threatening actions, or fighting.
- Remain seated at assigned lunch tables for a minimum of ten minutes to finish eating lunch.
- Refrain from “name calling.”
- Clothing with inappropriate language or pictures will not be allowed.
- Students will not use offensive language or gestures.
- Listen and follow the directions given by adults in charge.

Responsibility / Citizenship / Trustworthiness

- Dangerous objects (including laser pointers) or models of dangerous objects should not be in students’ possession.
- Students may not possess alcohol, drugs, drug paraphernalia or controlled substances at school.
- Arrive on time to school.
- Be prompt and prepared for class.
- Objects which may be a distraction to the child or disruptive to the class will not be permitted.
- Skateboards, roller blades, bicycles, and similar devices may be ridden to school but not on campus, and students must keep them locked in the bike rack or in the classroom.
- Chewing gum will not be brought to school.
- School and personal property will be respected.
- Students will not engage in disruptive classroom behavior as determined by the teacher.
- Students will participate in keeping the campus clean and litter free.
- Permission shall be presented before a student is allowed to leave campus early.

Behavior expectations are reinforced by fair and consistent consequences. Behavior concerns are handled by the classroom teacher through whole group, small group, and individual counseling and consequences.

In order to uphold these specific expectations as well as the more general ones contained within the Six Pillars, consequences for not meeting them may include a personal or group apology, warning, time out, citation, parent contact, referral to the principal or assistant principal, restitution for damaged, lost or stolen property, confiscation of an object, school community service, recess detention, after school detention, suspension and/or expulsion. The principal has the final discretion for all consequences.

Students are expected to responsibly and respectfully accept consequences for inappropriate behavior.

Sequence Of Consequences

1. When a child receives a citation, parents/guardians will be notified by phone, email or in writing by the person issuing the citation.
2. An in school (grades K-5) detention will be assigned upon receipt of three citations or at the discretion of the Principal or designee. Detention will be served on a designated day following the incident. Parents/Guardians will be notified of any assigned detention.
3. When a student receives an after school detention, parents/guardians will receive a detention slip and/or a call indicating the date and time of detention. The detention slip is to be signed by the parent/guardian. The white copy of the detention slip is kept by parent/guardian and the pink and yellow copies are returned to school. After school detentions are held from 3:30 to 4:30 for sixth through eighth grade students. In school detentions for kindergarten through fifth grade students are held at recess and/or lunch as determined by the Principal or designee.
4. When a student receives an after school detention (grades 6-8), parents/guardians will receive an email/or a call indicating the date and time of detention.
5. Students must serve their after school detention on the assigned day. No excuse, except absence from school, will be accepted. In case of a school absence, detention will be rescheduled for the following week.
6. During detention, students will begin assigned tasks or complete class work as needed.
7. At the end of after school detention, students will be picked up by parent/guardian or other parent/guardian designated person, unless the school office has been notified of other arrangements.

Lunch

Students are expected to bring their own lunches or participate in [the BBC sponsored lunch program](#). The purpose of the lunch program is to provide excellent, nutritious lunches for students. If students do not elect to participate in the BBC sponsored lunch program, they are expected to bring their own lunch. Students who qualify may participate in the National School Lunch Program (NSLP), to receive low-cost or free lunches. The application to participate in this program can be [found on the BCS website](#).

Students will sit with their class at assigned tables to eat until they are excused by a lunch table supervisor. “Nut free or Dairy Free” spaces are available for students with severe food allergies. Students are expected to behave in a courteous and responsible manner. Students are expected to stay seated until they finish their lunch or until they are excused by a lunch table supervisor after the lunch dismissal bell rings. When students finish eating, they must discard their own trash, pick up and discard one extra piece of trash, sit back down, and wait to be dismissed by a lunch table supervisor.

Playground Procedures

1. Balls are only to be thrown as part of a game. They are not to be thrown, kicked, or batted toward others or buildings. No pegging or dodgeball types games are allowed unless organized by a teacher or as part of an organized event.
 - a. Kicking stray balls or running through games is not permitted.
 - b. Hard balls, tennis balls, or balls smaller than a tennis ball may not be used.
 - c. Bats may only be used during P.E. periods, under the supervision of an adult.
2. Sticks, rocks, and tan bark may not be thrown.
3. Tackling other students is not permitted.
4. Students should stay in the designated playground area during lunch and recess.
5. When the recess warning bell rings, students are to stop playing and walk directly and quietly to their classroom or where they have been instructed to meet their teacher.
6. Food is to be eaten only at designated eating areas, not in the play area. Students are to put trash into the cans provided.
7. Students should never climb or hang on the fences.

Play Structures Rules

Slide

- 1 person goes down at a time
- No jumping off of the slide
- Students must go down the slide feet first
- Get off of the slide at the bottom and move 5 steps away from it
- Wait for the person ahead of you to move away before sliding
- Do not walk up or down the slide

Monkey Bars

- You must travel in only one direction
- One person may travel on the bars at a time
- You may not engage in any activity on top of the bars
- No hanging for long periods of time
- No running underneath bars when in use
- Hang only by hands on the bars

Poles

- Slide down only
- Slide feet first

Dome Rules

- One person per hammock
- No pushing/ rough play
- No hanging upside down
- Only 15 people on the outside at a time
- Only 15 people climbing on the inside at a time
- 5 minute limit if there is a line (hammock and structure)
- No standing on the hammock
- No eating on or inside the dome
- No jumping on or off the dome
- One line for the hammock, and one line for the dome

Wave rules

- Limit of 15 people
- Time limit 5 minutes if there is a line
- No standing on the wave
- No pushing
- No lying down
- No arguing
- Don't eat or drink on the wave (choking hazard)
- No bouncing on wave

PARENT POLICIES & PROGRAMS

Parent Responsibilities

Educating children is a complex and difficult task requiring close cooperation and understanding between home, school, and child. As parents, you can help the school do its job by:

- Providing a quiet place and time for homework to be completed.
- Requiring that your child read for the minimum number of nightly independent minutes.
- Making certain your child has sufficient sleep and complete, nutritious meals.
- Making certain your child arrives to school on time.
- Supporting the school's expectation that students uphold the Character Pillars. (see page 8)

Change of Address and Telephone Number

It is essential that we have your most current address and phone number for our records. Please remember to update your information in the PowerSchool Registration portal if you change employment or residence. It is also essential that emergency contact names and numbers be updated as necessary. This will ensure that a faculty member or office staff can reach you or your designated emergency contact person in the event of injury or illness.

Registration of Visitors/Guests

While all BCS parents are welcome to visit and/or volunteer at the school, for the safety of the students, BCS is a closed campus. All visitors must receive prior permission from the school administration and must sign in at the front office before coming on campus or entering classrooms. We respectfully request that all approved visitors and volunteers follow the policies and procedures set forth in the [Board Registration of Visitors/Guests policy](#). To summarize:

All visitors MUST:

1. **REGISTER AT THE CAMPUS MAIN OFFICE**, providing their name, address, occupation, age (if under 21 years old), reason for visiting, and proof of identification (government-issued ID).
2. **OBTAIN SCHOOL-ISSUED IDENTIFICATION** in the form of a printed name badge to be worn at all times while on School premises. This identification should be visible at all times.
3. **REFRAIN FROM DISTURBING** student safety, instruction, and/or property. The Principal/site administrator has the authority to revoke a visitor's registration in this case.
4. **BE ON THE LOOKOUT** for strangers and those exhibiting suspicious behaviors. If you see something, including a visitor without the school-issued identification, please say something!
5. **FOLLOW THE LAW** and respect school leadership. Any visitor found in possession of unauthorized dangerous instruments, weapons, or devices on school grounds will be reported immediately to the Principal/site administrator and, possibly, to local law enforcement agency. The same is true with any visitors refusing to register or leave upon staff member request.

Pets on Campus

Because some students may have an anxiety or allergy to certain animals, we respectfully ask you to not bring your dogs or any other pet to campus at any time, including special events. This includes arrival and dismissal, even if the animal is small or leashed.

Forgotten Items

Forgotten lunches, books, homework, etc. may be dropped off in the school office. Please be certain your child's full name and classroom teacher are written on the item. Please remind your child to always go to the office to check for forgotten lunches, etc. The office will not interrupt class instruction for forgotten items or to distribute them. Please do not go to your child's classroom to drop off items.

Procedures for Parental Concerns

It is in the interest of both parents and staff to address concerns as quickly as possible. In order to facilitate this process, the following procedures have been established. While this section of the policy deals specifically with "complaints regarding employees," the steps outlined below would also apply when parents/guardians have concerns of any nature:

BCS encourages free and informal discussions between staff members and parents regarding concerns.

1. Parents/Guardians are expected to bring their concerns directly to the school employee for discussion and resolution.
2. When a written or oral concern is received by an administrator, the administrator shall first inform the parent/guardian of this policy and encourage him/her to speak directly to the employee.
3. If the concern is not resolved at this level, the parent shall bring the concern to the employee's immediate supervisor.
4. All written communications to an administrator regarding a particular staff member will be shared with the staff member unless anonymity is requested. If a parent/guardian expresses a concern in writing and also requests anonymity, the administrator will respect the parent's/guardian's request but will also share the general content of the letter with the staff member.

Additionally, see the [Uniform Complaints Procedure Policy](#) for more information on the process of filing a formal complaint with the BCS Board of Directors.

Bullis Boosters Club (BBC)

There are many opportunities for parents to be involved at BCS! Our volunteers are essential to the enriched program that is offered at BCS. The volunteer program operates under the direction of the BBC and opportunities to serve are available in a multitude of areas including: lunch program, playground supervision, school directory, Walkathon, and many more! We encourage all BCS parents to be involved in some manner at the school. We hope you will attend BBC Coffees and sign up as a volunteer for your choice of activity. Visit the BBC website at www.bullisboostersclub.org for information on programs, volunteering, and much more!

SCHOOL POLICIES & PROGRAMS

Harassment, Discrimination, Intimidation, and Bullying Prevention

Discrimination, harassment, intimidation or bullying based on the following characteristics, whether actual or perceived: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is unlawful and will not be tolerated. This applies to anyone on campus or those attending School sponsored activities. Additionally, any form of retaliation against anyone who has complained or formally reported discrimination, harassment, intimidation or bullying or against anyone who has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated and violates this policy and the law.

Reporting Discrimination, Harassment, Intimidation, Bullying or Retaliation

Any student who believes that he or she has been the victim of discrimination, harassment, intimidation, bullying or retaliation prohibited by this policy, or any student who has witnessed such discrimination, harassment, intimidation, bullying or retaliation, should immediately report the circumstances in accordance with the procedure set forth below. The School will investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

A student may make a complaint, written or oral, to any of the individuals listed below:

- Their teacher, school counselor or other school personnel
- The principal of the school

Complaints may be submitted to the Principal or Superintendent by any of the following methods:

- Electronically via the “No Bully” online Solution Team Referral forms - [Grs. K-5](#) | [Grs. 6-8](#)
- By phone at (650) 947-4100
- By email at principal@bullischarterschool.com or superintendent@bullischarterschool.com
- By mail at 102 West Portola Avenue, Los Altos, CA 94022

Any teacher, school counselor or other school employee that receives any complaints of misconduct, or personally observes, learns about from others, or reasonably suspects has occurred, is expected to report the same to the Principal and Superintendent, so that the School may attempt to resolve the claim internally. Any School personnel that witness an act of discrimination, harassment, intimidation, bullying or retaliation shall take immediate steps to intervene when it is safe to do so.

For details on what defines discrimination, harassment, intimidation or bullying as well as more information about the investigation and disposition of related complaints, please read [our board policy](#).

Illness

Any child with even a slight fever, who does not appear alert, or is not well enough to participate in school activities, will be sent home. If your child has been absent due to an illness, she/he must be free of fever (without fever reducing medication) and episodes of vomiting, nausea, stomach cramps, or diarrhea for at least 24 hours prior to returning to school, including after school activities such as extracurriculars, play rehearsals, and performances. NOTE: If your child is absent from regular school day activities due to illness, she/he may not participate in after school extracurricular activities such as rehearsals or practices on these days that she/he is absent. If your child has a rash, please do not send him or her to school until your health care provider has stated that your child is not contagious. Do not send your child to school if she/he is sick.

Head Lice

If you discover head lice on your child, it is important that you notify the school. If school personnel observes live lice or nits on your child's head, you will be notified immediately and s/he will need to be picked up from school. Your child may return to school after initial treatment AND the removal of ALL nits from the hair.

Field Trips

Program vs. Non-Program

Individual classes may take trips several times during the year in support of the school's educational program. These trips, known as "Program Field Trips", are provided free of charge to all students by the school; however, the BBC solicits voluntary donations yearly that go directly to fund the costs associated with these trips, such as entrance and booking fees, transportation costs, etc. *NOTE: All students may participate in program field trips, regardless of student or parent donation.* Students may also choose to participate in additional optional field trips, known as "Non-Program Field Trips", offered by the school that are not part of the curriculum. These trips are not mandatory, are not part of the school's curriculum, and do not count toward course credit. Additionally, participation in such trips often require a fee for attendance. For more information on student fees, please reference the BCS [Board policy](#) here.

Parental Permission

Prior to each trip, the teacher will notify parents/guardians and distribute a permission slip that must be completed by a parent/guardian and submitted to the school. If you do not want your child to go on a particular trip, your child may remain at school where supervision and classroom activities will be provided.

Field Trip Volunteer Driver Requirements

In order to be able to drive students to or from a field trip, each driver's current registration and insurance information must be on file in the school office. This should be done through the PowerSchool Registration portal. *NOTE: ALL required driver information must be current in order for a parent to be able to drive on any school-sponsored trip.*

Student Council

Student Council is offered to 3rd, 4th, and 5th graders and provides opportunities for students to learn and practice leadership skills. Two representatives will be selected from each classroom each semester to serve on Student Council. The BCS student body will elect officers and only representatives will be able to run for Student Council board positions. Students not serving as representatives will have opportunities to work on numerous Student Council committees. Any student receiving a Citation while enrolled in Student Council may be ineligible for continued participation as determined by school administration.

Testing

CAASPP

Each spring, all BCS students in grades 3 through 8 take part in the state mandated Common Core State Standards aligned California Assessment of Student Performance and Progress (CAASPP) in English language arts and mathematics. Additionally, students in grade 5 and grade 8 will take the California Science Test (CAST) in science. The results of these tests compare our students' performance with other students in the state.

ELPAC

The English Language Proficiency Assessments for California (ELPAC) is the successor to the California English Language Development Test (CELDT). The ELPAC is the required state test for English language proficiency (ELP) and must be given to students whose primary language is a language other than English. State and Federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as “transitional kindergarten”) through grade twelve. The ELPAC is aligned with [California’s 2012 English Language Development Standards](#), and is comprised of two separate ELP assessments:

1. Initial Assessment (IA)—an initial identification of students as English learners
2. Summative Assessment (SA)—an annual summative assessment to measure an English learner's progress in learning English and to identify the student's ELP level

For more information about ELPAC, visit:

- [California Department of Education ELPAC Resource Page](#) for state questions and answers
- [California Department of Education's Page](#) for a Parent Guide to Understanding the ELPAC
- [ELPAC's Page](#) for practice tests

NWEA

Three times per year, students in grades kindergarten through grade 8 participate in Northwest Evaluation Association (NWEA) assessments. NWEA is a standards-based, computer-adaptive test designed to measure a student’s academic growth over time. NWEA is not a standardized test, rather than asking all students the same questions, NWEA adjusts to the performance of each individual student. Like other formative benchmark assessments administered at BCS, the information gained from NWEA tests are used by homeroom teachers, other staff, and school administration to design curriculum and learning experiences to meet the individual needs of our learners. Teachers may use NWEA data to develop individualized learning goals, create small groups for instruction, or identify other learning needs of students. Questions about a student’s testing performance may be directed to the classroom teacher or the Principal/Director of Instructional Services.

STUDENT SUPPORT AND SERVICES

Response to Intervention (RTI)

An RTI team may be assembled as needed to provide support and assistance to classroom teachers and parents/guardians seeking alternative intervention strategies for working with students who are experiencing difficulties due to behavioral, emotional, motivational and/or family issues. Regular members of our staff who may serve on the RTI team with the parents are the principal, assistant principal, school psychologist, counselor, resource teacher, speech and language therapist, reading specialist, and classroom teacher. Other persons who may participate include the student and appropriate support professionals from the community. Through collaboration and dialogue, a specific plan is developed for meeting the student's particular needs. When the RTI team feels that there is an indication of a learning disability, the team formalizes a plan of action and, in consultation with the parents and with their permission, determines the appropriate tests to administer.

Special Education Program

When testing indicates that a student qualifies for Special Education services, an IEP team including the parents/guardians, teacher(s), resource specialist, psychologist, and principal, or his/her designee, convenes. The student's areas of need are determined and the special education staff develops Individual Education Plans (IEP), working with the classroom teachers to modify instruction and assignments, and coordinate support programs as necessary. Reviews of the progress of IEP goals occur each trimester, new goals are developed yearly, and formal assessment occurs every three years. Parents, classroom teachers or other staff may request a review of the IEP at any time in order to update and modify the plan prior to the annual review.

All students with special needs are taught through a collaboration of staff efforts. Students may be seen on a pullout basis, addressing the issues in their IEP and/or on a collaborative basis in the classroom working on assignments within the classes.

BCS employs a Director of Special Education, Resource Specialists, a Speech and Language Pathologist, an Occupational Therapist, and an Educational Psychologist. Parent authorization is required prior to the testing of a child.

Counselor

BCS employs counselors to provide mental health and behavior support services for students. The services may consist of: consultation with teachers concerning student mental health issues; direct therapeutic intervention with children, either 1:1 or in small groups; and referral to outside agencies, if appropriate. Our Counselors' expertise and guidance are also utilized on the school's RTI Team, Individual Education Plans, and Crisis Team.

Health Services

On-Site Care

BCS employs a full-time nurse who, along with other designated school personnel, administers first aid and care for students. In the case of illness or accident requiring the student to be picked up, school staff will first contact the parent(s)/guardian(s) followed by those listed as emergency contacts for the student. Parents should identify these adults who live nearby and are available to pick up their and enter them as emergency contacts in the PowerSchool Registration portal.

Medications

BCS provides no medications to students. Children requiring administration of any medication during the regular school day, both prescribed by a doctor and not, must have a current and complete Authorization to Administer Medication form on file with the school nurse. Medications may be administered by the school nurse and other designated school personnel, or self-administered by the student if the school with appropriate supplemental form on file. *NOTE: These forms must be signed by both the physician and parent.*

For more information on anything related to your student's health, please contact the school nurse by dialing (650) 947-4100 ext. 305 or emailing nurse@bullischarterschool.com.

English Learner (EL) Program

The goal of our EL program is to facilitate English language acquisition that will allow our students still learning English to perform comparably with their English only peers, to have access to the core curriculum and all other programs, and to maintain their self esteem and cultural identity. EL student needs are addressed through differentiated teaching methods in the general education classroom by highly qualified homeroom teachers.

COMMUNICATION

Parent-Teacher Communication

Back-to-School Night

This annual event is held in the fall and is an opportunity for parents to meet their child's teacher(s), meet the entire school faculty, and hear about our programs and expectations. It is not a conference time, but rather a time to receive general school and classroom information.

Classroom Newsletter

Each teacher will send a newsletter home on a regular basis to inform parents of classroom accomplishments and scheduled events. This is an important piece of communication that will also be published on the teachers' websites.

Focused Learning Goals (FLGs)

FLGs are the primary tool by which teachers, parents, and students use to communicate and focus their work in order to ensure the needs of every student are being met. The goals for FLGs are aligned to the BCS Strategic Objectives and are developed at the October Parent Conferences (see below). In grades

K-5, FLGs are developed in 6 categories: Math, Reading, Writing, Content, Behavioral, and Personal. For the grades 6-8 students, FLGs may be developed for the areas of English Language Arts, History/Social Science, Math, Science, Personal, Foreign Language, and Physical Education with foci on Academics, Work/Study Habits, and Behavioral in each category.

Parent and student input will also be solicited in the development of these goals as will input from other BCS staff members, as appropriate. Students will participate in the process in developmentally appropriate ways. The FLG document will also delineate the parties responsible for implementing, monitoring, and evaluating each of the goals.

Progress on FLGs will be monitored throughout the year:

- Teachers and students will regularly review FLGs.
- An update on the progress of the FLGs will be provided in the form of a FreshGrade Summative Report on the students' eportfolio during the 2nd trimester report card.
- Parents/Guardians may meet with teacher(s) during March FLG conferences.
- All FLGs will be given a rubric score at the end of the year and a year-end Summative Report on the students' FreshGrade eportfolio. All goals receiving a score of 3 or less will be revisited next year at the October Parent/Guardian Conferences.

October Parent/Guardian Conferences

We strongly encourage every parent to come to Bullis' scheduled conferences in the fall. It is during this conference that your child's Focused Learning Goals (FLGs) will be developed for the year. Additional conferences can be arranged by contacting your child's teacher(s). If you are having difficulty arranging a conference, the school office can assist you. Please note, your child may be present during any conference.

March FLG Conferences

These FLG Conferences are 20-minute voluntary conferences designed to specifically address one or two Focused Learning Goals. Signup forms will be sent home by the classroom teacher in advance of the conferences.

Report Cards

Parents/Guardians will receive report cards after or at the end of each trimester (three times throughout the year). These allow parents/guardians to understand how their child(ren) is(are) progressing as measured against the California Common Core State Standards or other relevant standards. Parents/Guardians of children who are not making adequate progress will be contacted during the trimester. If you have any questions about your child's grades, please contact your child's teacher(s).

Parent-School Communication

Email Communications

Schoolwide emails will be sent weekly via the "Bear Essentials", our electronic school newsletter, as well as periodically from communications@bullischarterhschool.com and/or directly from leadership/administrators. In order to receive these communications, parents/guardians must have an *active* email address entered into PowerSchool (through PowerSchool Registration portal).